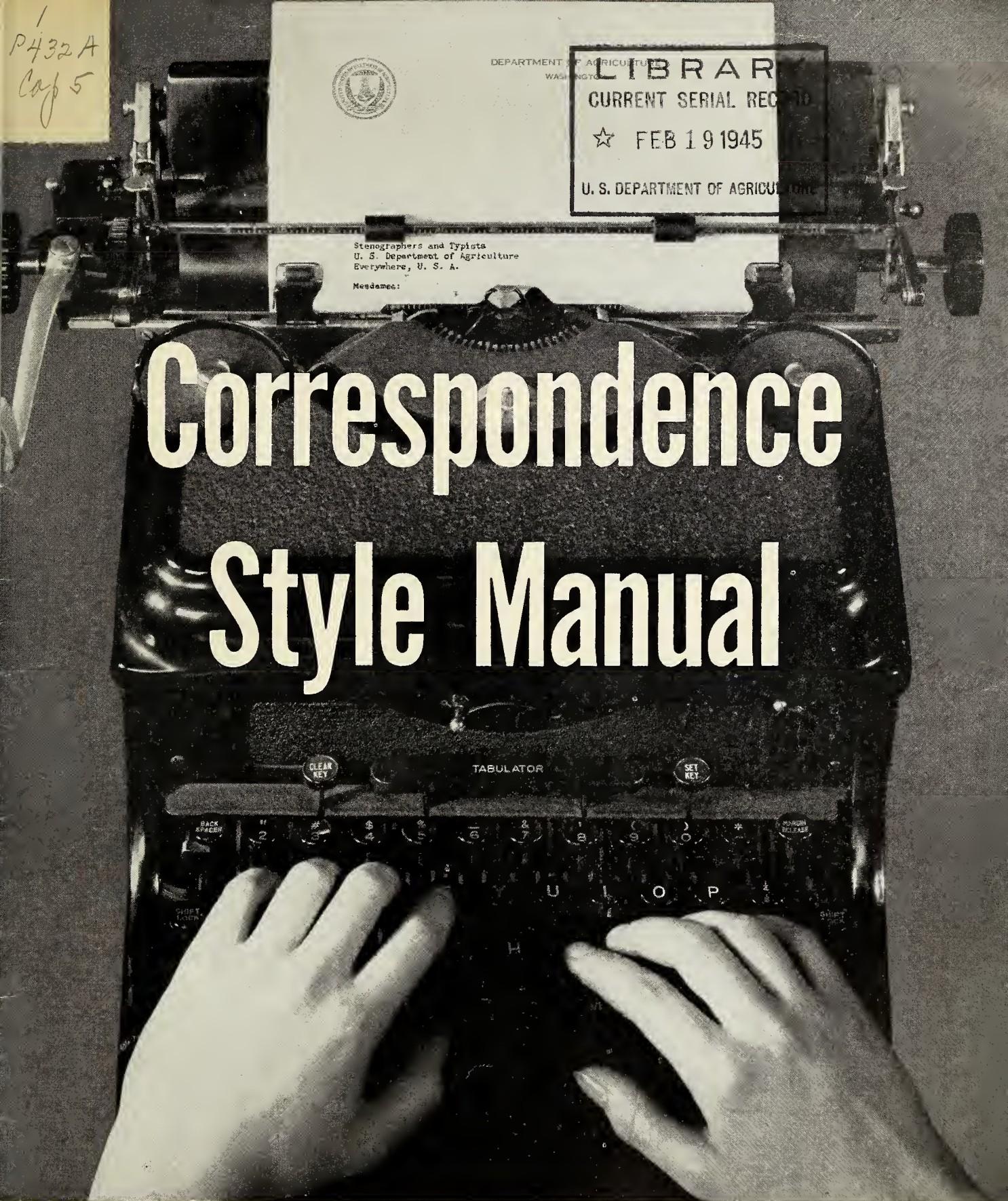


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.



U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL DIVISION OF TRAINING
ADMINISTRATIVE SERIES No. 2 SEPTEMBER 1944

FOREWORD

Correspondence has always played an important part in the successful accomplishment of the big job which is ours. Our added responsibility as a result of the war and the necessary wartime restrictions which limit personal contacts have materially increased this work—both in volume and importance. We receive about 25,000 letters a day in the Washington office alone, and many times that number are handled in the field offices. This mail is one of the best means we have of keeping informed of the views of those for whom we work. It serves also as our most important channel of public relations with the people we serve. To a large extent, success in meeting our obligation to the public depends on answering these letters promptly and well.

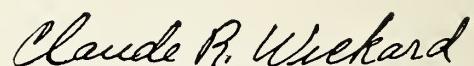
In order to take care of this large volume of mail easily and quickly, it has been necessary to establish certain procedures and issue instructions for its preparation and handling. The Correspondence Style Manual containing these instructions has been revised in the hope that it will answer many of your questions. All employees who prepare correspondence should follow it closely.

The Correspondence Style Manual has been prepared in the Office of Personnel by a committee representing the Offices of the Secretary and the War Food Administrator and various bureaus. It supersedes the manual issued in 1941.

We believe that this manual will aid you in your daily letter-writing job.



War Food Administrator.



Secretary of Agriculture.

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C O R R E S P O N D E N C E S T Y L E M A N U A L

GENERAL STYLE

These instructions apply to all correspondence—letters, memoranda, and telegrams. Exceptions are explained under specific sections, such as Secretary's and War Food Administrator's Correspondence.

Paper

Letterheads are used for all formal letters and memoranda. The Blue Seal letterhead is used for letters for the signature of the Secretary or his staff, and the War Food Administration letterhead for those for the signature of the War Food Administrator and his staff. All other letterheads should identify the bureau or agency writing the letter.

Standard Form No. 64 is used for all but the most formal correspondence *within* the Government. See Memoranda, page 8.

Standard Form No. 14A or Form AD 180 is used for the ribbon copies of telegrams.

Manifold (onionskin) is used for file copies.

Margins

About 1½ inches should be allowed for right and left margins (fig. 1), and for the bottom margin if the letter is more than one page long. The top margin of the succeeding page should be about 1 inch to allow for binding and clipping (fig. 2). Margins should be adjusted to give the letter a well-balanced appearance. They should be reduced if the letter can be written on one page without appearing too crowded.

Paging

On second and succeeding pages of a letter the following notation should be typed about 1 inch from the top, flush with the left margin and two spaces above the text: Number of page, hyphen, name of addressee, hyphen, and the date. For example: 2-Mr. J. C. Blank-6-15-44. Omit this date on letters not dated at time of preparation. (Fig. 2.)

It is better not to begin a paragraph near the bottom of the page unless there is room for at least two lines on that page or unless there are at least three remaining lines to carry over to the next page. (No paragraph division should be made at the bottom of a page in material to be printed.)

Indentations

Block style should be used in typing all letters, memoranda, and telegrams. Headings, paragraphs, inserts—all are blocked. The compli-

mentary close is blocked with the title. The only exceptions are the titles in the signature of the Secretary's and the Administrator's letters, which are indented 10 spaces to allow for the insertion of *Acting*, *Under*, or *Assistant*.

Inserts in text (especially long quotations) should be set in five spaces from the left margin and blocked (fig. 4). Carry-overs in addresses should be indented two spaces to show continuation (fig. 1).

Spacing

Single spacing with double spacing between paragraphs is used for all letters and memoranda. Telegrams, rough drafts, and materials to be printed are double-spaced. Addresses and subject headings are single-spaced.

Date

The date should be placed four spaces above the address, flush with the right margin. The month should be written in full and the day of the month indicated in figures, without *st*, *nd*, or *th* and without a period following the year. (Fig. 1.)

The date should not be typed on letters prepared for the signature of the Secretary or the War Food Administrator or on other papers that may be delayed for necessary clearance before signature. The *date of preparation* should be typed on *file* copies below identification of dictator and stenographer (fig. 3). See also Identification of Dictator and Stenographer, page 2.

Address and salutation

See detailed instructions, page 5.

Attention lines

Attention lines are not recommended in letters. The opening paragraph may be used to name the subject or to call the letter to the attention of a particular person. If required, *Attention* should be placed in the inside address on the line below the person or company addressed. For example:

A. B. Blank Company
Attention: Mr. John Smith
809 West 9th Street
Spokane 19, Washington

On the memorandum form, *Attention* is rarely necessary, but if needed, will have to be placed under *Subject*.

Special handling

Instructions such as AIR MAIL, SPECIAL DELIVERY, and REGISTERED MAIL should

be typed in capital letters two spaces above the inside address on the letter (fig. 1). On the envelope these instructions should be typed two spaces above and to the right of the address (fig. 9).

File reference

Reference to the correspondent's file, when requested by the correspondent, should be included in the acknowledgment sentence of the letter, within parentheses. For example:

Your letter of March 2 (File TRS-102), etc.

Identification of incoming letter

When answering a letter addressed to another person—for example, the Secretary or War Food Administrator—clearly identify the incoming letter with a statement similar to the following: "Your letter of (*date*), addressed to the Secretary of Agriculture on (*subject*) has been referred to me for reply," or "The War Food Administrator has asked me to reply to your letter of (*date*), (*identify subject*)."

Complimentary close

The letter is the only correspondence form with a complimentary close. This closing should be typed beginning slightly to the right of the center of the page and two spaces below the last line of the text (fig. 1). *Sincerely yours* or *Very truly yours* is used in closing, according to choice or to fit the type of letter.

Signature and title

The title of the signer is placed five spaces below and blocked with the complimentary close. When the name of the person to sign is typed in, it should be typed five spaces below the complimentary close and the title immediately beneath it. (Fig. 1.)

For instructions regarding letters for signature by the Secretary or War Food Administrator, see page 10.

When a secretary signs an official letter, she should type *Secretary to* and the *name* of her chief beneath her signature. His title should be included if the official significance of his name would not be clear. (Fig. 2.)

Enclosures

When an *enclosure* or *attachment* accompanies a letter or memorandum, the word should be typed on the original and all copies, flush with the left margin and two spaces below the line of signature. This spacing can vary if other notations must be typed on the file copy. For more than one enclosure or attachment, add a figure to indicate the number. Unless identified in the letter or memorandum, enclosures should be listed on all file copies. Be brief. Use the reverse side of file copies for long lists. (Fig. 3.)

Identification of dictator and stenographer

The legend on file copies of letters, telegrams, or memoranda should identify the dictator, the stenographer, date of preparation, and the agency or office, if necessary. Letters prepared and

signed within a bureau probably would not need office identification and the legend would appear:

WHJohnson:ES
6-25-44

A letter prepared for signature outside the bureau should identify the bureau, show date of preparation, and give the jacket number if one is used:

SCS
WHJohnson:ES-6-25-44
4321

If this letter is rewritten outside the bureau the legend should be extended in this manner:

Originated in SCS-6-25-44
Initialed by BAC,LMO,CRR
Rewritten in FS-WDSmith:SA-6-28-44

When a letter is rewritten, the initialed copy of the original should be marked through from corner to corner diagonally and attached to the file of the new letter. In the case of a letter for the signature of the Secretary or the War Food Administrator, the original salmon copy, canceled, should be placed immediately beneath the new salmon copy. *Attach also the ribbon copy if it shows the revisions.*

Copies

The number of carbon copies should be reduced to a minimum to save work, paper, and filing space.

Duplicate copies.—Letters to Members of Congress and to heads of all executive departments and independent Government establishments and memoranda to the Secretary and the War Food Administrator should be sent in duplicate.

Copies for other persons.—The names of persons other than the addressee, to whom copies are sent, should be listed on the file copies only, following the symbol *cc* typed flush with the left margin and two spaces below the identification. (Fig. 4.) Unless envelopes are provided, each copy should be addressed to the proper person in the upper right corner.

When copies are sent to many persons, identify the distribution with a statement or by a list attached to the file copy.

Initialing file copies

One file copy of every letter should be initialed by the dictator and by others required to initial it before signature. These initials should appear on the left near the typed initials. A letter for signature by the Secretary or War Food Administrator should be initialed by the chief of the originating bureau in the *lower right corner* of the salmon copy.

Postscripts

A postscript is not good form, but may be used to avoid rewriting a letter. It should be copied on file copies.

Enclosing envelopes or labels

When enclosing an envelope or label for reply, use a statement similar to: "An official addressed

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
25
WASHINGTON, D. C.

IN YOUR REPLY REFER TO
FILE:

June 15, 1944

4 spaces

2 spaces AIR MAIL-SPECIAL DELIVERY
↑
Mr. J. C. Blank, Chief _____
Training Division
Office of Price and Ration
for carry-over --- Administration

2 spaces Sacramento, California
↑
Dear Mr. Blank:

2 spaces We are sending you a copy of the Department of Agriculture Correspondence Style Manual as requested in your letter of June 12, 1944.
↑
2 spaces Since you are interested in letter set-up, please notice the markings on this letter, which should show you the set-up of the average letter written in the Department or War Food Administration. We try to make our letters have a "framed" appearance on the page. To do this, margins of about $1\frac{1}{4}$ inches are most desirable. Notice also that special mailing instructions are typed two spaces above the address and that the date is typed four spaces above the address. Two spaces also separate the salutation and the complimentary close from the body of the letter. We block the complimentary close with the title and signature and, if possible, block all three lines with the right margin. This gives the letter a well-balanced appearance.

$1\frac{1}{4}$ inches

$1\frac{1}{4}$ inches

You may also be interested in two other publications, which we are enclosing. _____

2 spaces
↓
Sincerely yours,

5 spaces

↓
Paul C. Cloe, Chief
Information Division

2 spaces

↓
Enclosures-3



FIGURE 1.—General style for letter set-up.

↑
1 inch
↓
2-Mr. J. C. Blank-6-15-44
↓
2 spaces

It is better not to begin a paragraph near the bottom of the page unless there is room for at least two lines on that page or unless there are at least three remaining lines to carry over to the second page.

Very truly yours,

Mary J. Doe
Secretary to Mr. Cloe, Chief
Information Division

FIGURE 2.—Page identification (first line). When the secretary signs for her chief (last lines).

Sincerely yours,

Paul C. Cloe, Chief
Information Division

Enclosures-3
Correspondence Style Manual
Easier Typing
Telephone Manners

PCCloe:MD
6-15-44 *Dictator and stenographer*

List enclosures

File copy

FIGURE 3.—List of enclosures and other file-copy notations.

envelope which requires no postage is enclosed for your reply," or "We are enclosing an addressed official label which requires no postage if used in sending official documents." (Postal Laws and Regulations allows this use of envelopes and labels under certain conditions.)

Assembling the letter file

Assemble the file as follows:

Outgoing letter, telegram, or memorandum

Duplicate copy, if required (as in letters to Members of Congress, etc.)

Enclosures

Envelope (address up, lengthwise at left side of file)

Carbon copies for persons other than addressee

Envelopes for copies (arranged as above)

Copy to be initialed¹

Other file copies (with copies of enclosures, if required)

Incoming letter and attachments

Previous correspondence (attached if not too bulky)

The entire file should be securely clipped together. (Fig. 4.)

¹ A paper clip or strip of paper may be attached to "flag" this copy.

ADDRESS AND SALUTATION

The examples of address and salutation shown in the following pages conform to the style of this Department, but are not the only acceptable ones.

Address

1. The inside address should be single-spaced, each line flush with the left margin, except carryovers, which are indented two spaces. A title may be placed either on the line with the name or on the next line. (See following examples.) The city and State should always be written on the same line. No end-of-line punctuation is used except the period in abbreviations. Numerical names of streets through *Tenth* are usually spelled out when following directly after the address number. Examples: *246 North 4th Street*; *246 Fourth Street*. Postal-zone numbers should be inserted between the name of the city and the State. The zone number for all Government mail in Washington is 25.

2. The President, his Cabinet, and sometimes the Vice President and the Chief Justice are addressed by title only. In all other letters use the name of the addressee if known.

3. *Honorable* or *Hon.* is used with the full name in addressing Federal, State, and city officials of high rank. If preceded by *the Honorable* should always be spelled out. The same rule applies to other adjective titles such as *Reverend*. References in text are preferably *Mr. Blank*, not *the Honorable Mr. Blank* or *the Reverend Mr. Blank*. *Honorable Blank* and *Reverend Blank* are incorrect.

4. A reply to a letter signed by more than one person may address the first person who signed and state in the first paragraph that it is intended also for the others. If practicable, carbon copies may be provided for all. A reply to a petition or resolutions may address the proper officer or the first person who signed and refer to the signing by "several others" or "75 or more farmers in your locality."

5. A firm name, particularly that of an incorporated group, should be written as it appears on the letterhead, even if it includes abbreviations and the ampersand (&).

6. Do not use two titles meaning the same thing, as *Dr. A. W. Blank*, *M. D.*.

7. If there is doubt, after the letter, signature, and files have been examined whether the correspondent is a man or woman, use the masculine

form of address. If the marital status of a woman is not known, use *Miss*. The term *chairman* is used for both men and women.

8. For Army and Navy usage, see examples.

Salutation

1. The salutation is placed flush with the left margin, two spaces below the address and two spaces above the body of the letter. It is followed by a colon. Unless a familiar or special salutation is requested, use *Dear Mr. Blank* for an individual and *Gentlemen* for a firm or group. *Dear Sir* is used when the name is not known. *My dear Mr. Blank*, *My dear Mr. Mayor*, and *Sir* are formal salutations in this country. The title alone may be used for a prominent official, as, *Dear Mr. Comptroller General* or *Dear Mr. Commissioner*.

2. All titles used in the salutation or with the surname alone are spelled in full, except *Mr.* and *Dr.*

3. The salutation for an Acting Governor or the Lieutenant Governor of a State is *Dear Governor Blank*.

4. The salutation for a letter addressed to more than one person is *Gentlemen*, *Mesdames*, *Ladies*, *Dear Mr. and Mrs. Blank*, or whatever seems appropriate.

5. Learn an official's preference before continuing the use of a previous title such as *Senator*, *Judge*, or *Governor*. Note that some officials who have the degree of Doctor prefer *Mr.* to *Dr.*

In the following examples, Washington 25, D. C. is omitted to save space. It is not necessary in the inside address of a letter in interagency mail in Washington. The diagonal (/) is used here to show the division of lines. Example:

Major General Edwin M. Watson/Secretary to the President/The White House/Dear General Watson:
This address and salutation would appear on the letter as follows:

Major General Edwin M. Watson
Secretary to the President
The White House
Dear General Watson:

The White House

The President/The White House/Dear Mr. President:
Mrs. Franklin D. Roosevelt/The White House/Dear Mrs. Roosevelt:

Hon. Stephen Early/Secretary to the President/The White House/Dear Mr. Early:

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
BUREAU OF AGRICULTURAL AND INDUSTRIAL CHEMISTRY
WASHINGTON 25, D. C.



June 7, 1944

Mr. John Doe
126 Peach Street
Clatsop, Oregon

Dear Mr. Doe:

We are enclosing a copy of the Correspondence Style Manual as requested in your letter of June 4 addressed to the Southern Regional Research Laboratory.

Your question about listing names of persons to whom copies of a letter are sent may be answered by the following paragraph which appears in the Manual:

⁵*spaces* The names of persons other than the addressee, to whom copies are sent, should be listed on the file copies only, following the symbol "cc:" typed flush with the left margin and two spaces below the identification. Unless envelopes are provided, each copy should be addressed to the proper person in the upper right corner.

Sincerely yours,
↑
5 spaces
Paul S. Blank, Chief
Administrative Division

Enclosure

*List of persons to whom copies are sent
should not be listed on original.*

Outgoing letter

Enclosure

UNITED STATES
of

Envelope

cc: George Coe, SRRL

Copy for person other than addressee

UNITED STATES
of

Envelope for copy

PBBlank:JD
6-7-44

cc: George Coe, SRRL

Copy to be initiated

Other file copies

Incoming letter

Previous correspondence

FIGURE 4.—Arrangement of letter file. Note copies for other persons, filing, etc.

The Vice President

Hon. Henry A. Wallace/The Vice President/United States Senate (name may be omitted)/Dear Mr. Vice President; or Dear Mr. Wallace; or The Honorable/The President of the Senate/Dear Mr. President:

The Supreme Court

Hon. Harlan F. Stone/Chief Justice of the United States/Dear Mr. Chief Justice:
Hon. Stanley Reed/Associate Justice of the Supreme Court/Dear Mr. Justice; or
Mr. Justice Reed/The Supreme Court/Dear Mr. Justice:

The Cabinet

The Honorable/The Secretary of State/Dear Mr. Secretary:
The Honorable/The Secretary of Labor/Dear Madam Secretary:
The Honorable/The Attorney General/Dear Mr. Attorney General:
(Same form for Postmaster General)

Congress

Hon. Sam Rayburn/Speaker, House of Representatives/Dear Mr. Speaker; or
The Speaker/House of Representatives/Dear Mr. Speaker:
Hon. Edwin A. Halsey/Secretary of the Senate/United States Senate/Dear Colonel Halsey:
Hon. Hattie W. Caraway/United States Senate/Dear Senator Caraway:
Hon. Clare Boothe Luce/House of Representatives/Dear Mrs. Luce:
Hon. E. D. Smith, Chairman/Committee on Agriculture and Forestry/United States Senate/Dear Senator Smith:
Hon. H. P. Fulmer/Chairman, Committee on Agriculture/House of Representatives/Dear Mr. Fulmer:
Hon. Clarence Cannon, Chairman/Committee on Appropriations/House of Representatives/Dear Mr. Cannon:
Hon. Tom Connally/United States Senator/Marlin, Texas/Dear Senator Connally:
Hon. Robert Ramspeck/Member of Congress/Atlanta 1, Georgia/Dear Mr. Ramspeck:
Hon. Bolívar Pagán/Resident Commissioner of Puerto Rico/House of Representatives/Dear Mr. Pagán:
Hon. Anthony J. Dimond/Delegate of Alaska/House of Representatives/Dear Mr. Dimond:
Hon. John Blank/Representative-elect/Care of House of Representatives/Dear Mr. Blank:
Hon. John Blank/Senator-elect/Care of United States Senate/Dear Mr. Blank:

Diplomatic

Hon. John G. Winant/The American Ambassador/London, England/Dear Mr. Ambassador:
The Right Honorable/The Viscount Halifax/The Ambassador of Great Britain/Dear Mr. Ambassador:
Hon. Charles Bruggmann/Minister of Switzerland/Dear Mr. Minister; or Dear Mr. Bruggmann:

Only the salutation is different in a letter to a woman minister:

Dear Madam Minister; or Dear Miss or Mrs. Blank:

Official Washington

Hon. Ramsey S. Black/Third Assistant Postmaster General/Post Office Department/Dear Mr. Black:
Hon. Chester Bowles, Administrator/Office of Price Administration/Dear Mr. Bowles:
Hon. Solon J. Buck/Archivist of the United States/The National Archives/Dear Dr. Buck:
Hon. James F. Byrnes, Director/Office of War Mobilization/Dear Mr. Byrnes:

Hon. Leo Crowley, Administrator/Foreign Economic Administration/Dear Mr. Crowley:
Hon. Elmer Davis, Director/Office of War Information/Dear Mr. Davis:
Hon. R. M. Evans/Member, Board of Governors/Federal Reserve System/Dear Mr. Evans:
Hon. Augustus E. Giegenack/The Public Printer/Government Printing Office/Dear Mr. Giegenack:
Major General Lewis B. Hershey/Director, Selective Service System/Dear General Hershey:
Brigadier General Frank T. Hines/Administrator of Veterans' Affairs/Veterans' Administration/Dear General Hines:
Brigadier General Frank T. Hines/Administrator of Retraining and Reemployment/Office of War Mobilization/Dear General Hines:
Hon. J. Edgar Hoover, Director/Federal Bureau of Investigation/Dear Mr. Hoover:
Rear Admiral Emory S. Land, Administrator/War Shipping Administration/Dear Admiral Land:
Rear Admiral Emory S. Land, Chairman/United States Maritime Commission/Dear Admiral Land:
Hon. Herbert H. Lehman, Director/United Nations Relief and Rehabilitation Administration/Dear Governor Lehman; or Dear Mr. Lehman:
Hon. Archibald MacLeish/Librarian of Congress/Dear Mr. MacLeish:
Hon. Paul V. McNutt/Chairman, War Manpower Commission/Dear Mr. McNutt:
Hon. Harry B. Mitchell/President, Civil Service Commission/Dear Mr. Mitchell:
Hon. Donald M. Nelson/Chairman, War Production Board/Dear Mr. Nelson:
Hon. Joseph D. Nunan, Jr./Commissioner of Internal Revenue/Dear Mr. Nunan: or Dear Mr. Commissioner:
Hon. Nelson A. Rockefeller/Coordinator of Inter-American Affairs/Dear Mr. Rockefeller:
Hon. Harold D. Smith/Director, Bureau of the Budget/Dear Mr. Smith:
Hon. Fred M. Vinson, Director/Office of Economic Stabilization/Dear Mr. Vinson:
Hon. Lindsay C. Warren/Comptroller General of the United States/Dear Mr. Warren: or Dear Mr. Comptroller General:

State and city officials

Hon. Earl Warren/Governor of California/Sacramento, California/Dear Governor Warren:
Hon. Nathan Mayo/Commissioner, Department of Agriculture/Tallahassee, Florida/Dear Mr. Commissioner; or Dear Mr. Mayo:
Mr. Thomas P. Cooper/Dean, College of Agriculture/Lexington, Kentucky/Dear Dean Cooper:
Hon. James Blank/Member of the Assembly/Albany, New York/Dear Mr. Blank: (Omit reference to Assembly in reply to State legislator writing from his home address.)
Hon. James Blank/Secretary of State/Commonwealth of Kentucky/Frankfort, Kentucky/Dear Mr. Blank:
Hon. Fiorella H. La Guardia/Mayor of the City of New York/City Hall, New York City/Dear Mr. Mayor:

Army and Navy

In addressing officers and men on duty whether in this country or abroad, print or type every detail of the address on the envelope.

Address *The Officer in Command*, *The Commanding Officer*, or *The Commandant* if in doubt about the correct name or rank of the commanding officer. The salutation would be *Dear Sir*.

Chaplains are addressed *Chaplain* regardless of rank. The salutation is *Dear Chaplain Blank*, *Dear Father Blank*, or whatever is appropriate.

Titles of two words such as Major General or Rear Admiral are used either in full or abbreviated with the full name. The modifying word is dropped in the salutation and no abbreviations are used. Note the following examples, and see correct abbreviations, page 26.

For all ranks, grades, and ratings below Second Lieutenant (Army and Marine Corps) and Commander (Navy and Coast Guard) use *Mr.* in the salutation of letters.

Major General James A. Ulio/The Adjutant General/Department of War/Dear General Ulio:
Vice Admiral Russell R. Waesche/Commandant, The Coast Guard/Dear Admiral Waesche:
Lt. Gen. Alexander A. Vandegrift/Commandant, The Marine Corps/Dear General Vandegrift:
Colonel Oveta Culp Hobby/Director, Women's Army Corps/Department of War/Dear Colonel Hobby:
Captain Mildred H. McAfee/Director of Women's Reserve/Bureau of Naval Personnel/Department of the Navy/Dear Captain McAfee:
Captain Dorothy C. Stratton/Chief, Women's Reserve Division/United States Coast Guard/Dear Captain Stratton:
Captain Mary Jones/Women's Army Corps/Department of War/Dear Captain Jones:
Ensign Alice Ingram, U. S. N. R./1708 16th Street, N. W./Washington 9, D. C./Dear Miss Ingram:
Lieutenant James Collins, 33043654/Company F, 167th Infantry/Fort Bragg, N. C./Dear Lieutenant Collins:

Pvt. Willard J. Roe, 33043654/Company F, 167th Infantry/A P/O 801 c/o Postmaster/New York City/Dear Mr. Roe:

Clergy and Religious

Discriminate between style for the layman's use and ecclesiastical usage. Some books of reference give only the latter. The style of address will vary with the faith of the one addressed.

The Right Reverend John Blank/Bishop of (City)/(Address)/Right Reverend Sir: or Dear Bishop Blank: (Episcopal bishop)
The Most Reverend Michael Blank/Bishop of (City)/(Address)/Most Reverend Sir: (Catholic bishop)
The Very Reverend Luke Blank/1205 Grace Street/Memphis, Tennessee/Dear Bishop Blank: (Methodist bishop)
Mr. Henry Blank/Church of Jesus Christ of Latter-Day Saints/Salt Lake City, Utah/Dear Mr. (or Bishop) Blank: (Mormon bishop)
Reverend John Blank/(local address)/Dear Mr. Blank: or Dear Dr. Blank: (Protestant minister)
Reverend Joseph Blank/(local address)/Dear Father Blank: (Catholic priest)
Rabbi Samuel Blank/(local address)/Dear Rabbi Blank: or Dear Dr. Blank: (Jewish rabbi)
Sister Mary Angela/Little Sisters of the Poor/(local address)/Dear Sister: or Dear Sister Angela:
Reverend Mother Superior/Sacred Heart Convent/(local address)/Reverend Mother: or Dear Reverend Mother:

MEMORANDA

A memorandum is prepared in the same general style as a letter except that a heading is used instead of address and salutation, there is no complimentary close, and, except for the most formal memoranda, Standard Form No. 64 (fig. 5) is used instead of the letterhead. See General Style for instructions about date, spacing, copies, legend or other file inscriptions, attachments (enclosures), and arrangement of the file.

This form is used for all correspondence between organizational units of the Department, wherever located, and also for all informal or routine correspondence between the Department and other Federal agencies. It should never be used for correspondence going outside the Government.

Heading

If names are used in the *To* and *From* lines, the title and enough agency identification and location should be included to insure delivery. Use standard abbreviations from the Department telephone

directory. A memorandum directed more to the particular office than to the individual and one that can be signed by an acting official or assistant should not carry the name.

In addressing memoranda to the Secretary or the War Food Administrator, use only the title. For example:

To: The Secretary of Agriculture, or
To: The War Food Administrator.

The *Subject* should be as brief as possible, but it should clearly indicate the subject matter.

Signature

Even though there is no complimentary close, the memorandum should be signed or initialed at the bottom of the text.

Duplicate copies

A memorandum to the Secretary or to the War Food Administrator should be sent in duplicate

Office Memorandum • UNITED STATES GOVERNMENT

TO : John Doe, Chief, Division of Agricultural Statistics, BAE
 FROM : Richard Roe, Cooperative Division, FCA
 SUBJECT:

DATE: *Inside the Department*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Richard Roe, Director, Administrative Division, CCC
 FROM : John Doe, Regional Director, CCC, 60 Beaver Street, New York 4, N. Y.
 SUBJECT:

DATE: *Between Department in Washington and field*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, Bureau of Foreign and Domestic Commerce, Commerce Department
 FROM : Chief, Division of Agricultural Statistics, Bureau of Agricultural Economics, USDA
 SUBJECT:

DATE: *Outside the Department in Washington*

FIGURE 5.—Uses of memorandum form.

SECRETARY'S AND WAR FOOD ADMINISTRATOR'S CORRESPONDENCE

Letters for the signature of the Secretary, the War Food Administrator, their staffs, the Director of Finance (or Budget Officer), the Director of Personnel, and the Chief, Office of Plant and Operations, should be prepared in accordance with the instructions given under General Style, with certain exceptions.

Paper

Blue Seal letterhead should be used for the Secretary's correspondence. War Food Administration letterhead should be used for the Administrator's correspondence.

Date

The letter should *not* be dated at the time of preparation, but the preparation date should be typed under the identification of dictator and stenographer on the salmon and all other file copies. The actual date of dispatch will be placed on the letter by Secretary's Records Section after signature and before mailing. (Fig. 6.)

Reference slips and memoranda

Reference slips and memoranda transmitting letters should be called *letters* in replies.

Salutation

Follow instructions on jacket if special salutation is requested. See page 5 for others.

Complimentary close

Sincerely yours or *Very truly yours* should be used in letters prepared for the Secretary's or War Food Administrator's signature except letters addressed to the President or Members of the Supreme Court when the closing *Respectfully yours* should be used. The complimentary close should be typed slightly to the right of the center of the page and two spaces below the last line of the text. (Fig. 6.)

Signature and title

1. *Letters originating in the Department or War Food Administration.*—When a letter on a matter of policy or a question of considerable importance, addressed to the head of another department, independent establishment, or other Government agency, originates in the Department or War Food Administration, it should be prepared for the signature of the Secretary or the War Food Administrator.

Letters relating to routine matters should be prepared for the signature of the appropriate staff members.

2. *Replies to letters from other agencies.*—When a letter is written in reply to a letter addressed to the Department or War Food Administration by another executive department, independent establishment, or other Government agency, it should be prepared for the signature of the official indicated on the pink or yellow jacket.

If a letter is received from the acting head or assistant head of any department, the reply should

generally be addressed to the head of that Department and not to the person who signed the incoming letter.

3. *Only the title of the official to sign* (unless special instructions are given) should be typed on letters prepared in bureaus or offices for signature in the office of the Secretary or the War Food Administrator. In no case should the word *Acting* be typed on the letter with the title. This will be stamped on when necessary. The titles *Secretary* or *Administrator* should always be typed 5 spaces below and 10 spaces to the right of the complimentary close to allow for use of a rubber stamp when necessary. (Fig. 6.)

Copies

All letters for the signature of the Secretary, War Food Administrator, or members of their staffs should be accompanied by one salmon and three white carbon copies. One of these white copies will be stamped and returned to the originating bureau, together with the incoming correspondence. Any extra copies needed to meet bureau filing requirements may be made. In addition, extra carbon copies of letters addressed to the following officials and offices should be provided on plain white paper without file notations or initials:

	<i>Extra copies</i>
Heads of other Government agencies-----	1
Senators and Representatives-----	1
White House-----	1
Joint Committee on Printing-----	1
Senate Committee on Agriculture and Forestry-----	2
House Committee on Agriculture-----	2
House Committee on Public Lands-----	2
Chairmen of the committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation-----	4
The Bureau of the Budget transmitting recommendations for appropriations or reports or recommendations on legislative bills-----	3
The Comptroller General-----	3

Enclosures

Enclosures (except publications, circulars, or other reference or printed material) should be submitted in duplicate in order that a copy may be filed in the Secretary's Records Section.

Copies of letters or telegrams prepared for the Secretary's or Administrator's signature should not be used as enclosures or referred to in a communication until a copy bearing the date of dispatch and evidence of signature is provided by the Secretary's Records Section.

Identification of dictator and stenographer

See General Style, page 2.

Jackets

A jacket should be the cover sheet of a letter throughout its movement within the Department to signal Secretary's or War Food Administrator's correspondence.

A pink jacket (for Secretary's letters) or yellow jacket (for Administrator's letters) is prepared by Secretary's Records Section and used as a cover sheet for incoming letters referred to the bureaus for preparation of a reply. The Memorandum of Action on the jacket should be filled out when the reply has been prepared. If the letter is referred to another office, a report of reference should be made to the bureau official responsible for Secretary's or War Food Administrator's correspondence so that the file may be easily located.

When a letter for the signature of the Secretary or War Food Administrator originates in a bureau, a green jacket (Secretary) or blue jacket (Administrator) should be prepared in the originating office to accompany the letter. The six blanks beginning with Letter to and ending with Initials of stenographer should be completely filled out. The subject should identify the letter and include the name of the addressee, date of letter replied to (if any), and other essential information.

Arrangement of letter file

Before a proposed letter is transmitted for signature, the file should be arranged as follows (fig. 7):

Jacket
Outgoing letter (and extra copies, if required)
Enclosures
Envelope (lengthwise, address side up, flush with top left side of the paper)
Carbon copies for persons other than addressee
Envelopes (arranged as above)
Salmon copy
Salmon copy of original draft (if letter has been rewritten)
White file copies
Copies of enclosures (if any)
Incoming letter and attachments
Previous correspondence

The entire file should be securely clipped together.

Rewritten letters

If a letter prepared in one bureau is rewritten in another bureau, the rewritten letter should be accompanied by the initialed salmon copy of the original draft, canceled in lead pencil. The salmon copy of the rewritten letter should be initialed on the last page by the chief, acting chief, or designated official of the bureau in which the letter was rewritten. All file copies, salmon and white, should have the following legend typed in the lower left corner:

Originated in (bureau) (date)
Initiated by _____
Rewritten in (bureau) (name of person rewriting) (date)

Disposition of correspondence

All notes or memoranda relating to the disposition of the correspondence after signature should

be attached to the salmon carbon of the outgoing letter.

Initialing and clearance

The initials of the chief, acting chief, or designated official of the bureau or office in which letters are prepared should be written in ink in the lower right corner of the salmon copy on the last page. Others to whom the letter may be referred for clearance or information should initial in the same place. Employees within a bureau whose duty it is to approve letters should initial in accordance with the bureau's system, but *only* the initials of the chief, acting chief, or designated officials should appear on the salmon copy.

All letters to the Comptroller General should be initialed by the Office of the Solicitor and the Office of Budget and Finance before being submitted for signature.

All replies to requests for reports on proposed legislation should be referred through the Secretary's Records Section to the Office of Budget and Finance for transmission to the Bureau of the Budget before being finally transmitted to Congress. See Legislative Reports, page 22.

Returning enclosed letters

Letters addressed to Members of Congress, the White House, the Executive Office of the President, and other executive departments and independent Government establishments, and transmitted to the Department for information, should always be returned to the sender with the reply. Letters transmitted by other correspondents should also be returned if requested or when it is obvious that such action should be taken. When the Secretary's Records Section has attached a note indicating that a copy of the incoming correspondence has been made, it will not be necessary for the bureau to make copies unless in particular cases it is essential to have a duplicate file in the bureau. Copies are *not* required by the Secretary's Records Section.

Letters prepared for the signature of the President

The instructions for the preparation of letters for signature by the Secretary or War Food Administrator should be followed except that (1) plain white bond paper instead of letterhead should be used for the original; (2) two extra white carbon copies should be provided in accordance with White House requirements; and (3) the complimentary close and title should be omitted. The draft should have a subject heading identifying the letter it answers. The suggested draft should be accompanied by a letter of transmittal prepared for the signature of the Secretary or the Administrator.



DEPARTMENT OF AGRICULTURE
WASHINGTON

No date

Stenographers and Typists
Bureaus and Offices
U. S. Department of Agriculture
Everywhere, U. S. A.

Mesdames:

This is an example of a letter prepared for the signature of the Secretary of Agriculture. Blue Seal letterhead, such as this, should be used for all letters which are to be signed by the Secretary or his staff. War Food Administration letterhead should be used for all letters which are to be signed by the Administrator or his staff.

The letter should not be dated at the time of preparation, but the preparation date should be typed under the legend on the salmon and all file copies. The letter will be dated by Secretary's Records Section after signature and before mailing. The complimentary close should be typed slightly to the right of the center of the page, two spaces below the last line of the text.

The title, "Secretary" or "Administrator," should always be typed five spaces below and ten spaces to the right of the complimentary close to allow for use of a rubber stamp if an assistant or acting official is to sign.

Letters for signature by the Secretary or Administrator or members of their staffs should be accompanied by one salmon and three white carbon copies. One of these white copies will be stamped and returned to the originating bureau together with the incoming correspondence.

Sincerely yours,

Indent 10 spaces ----- Secretary

FIGURE 6.—Letter on Blue Seal letterhead. Note that the date is omitted and that the title is indented under the complimentary close.

DATE: 6-13-44

FROM: Stenographers & Typists, USDA

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

SECRETARIAL CORRESPONDENCE

PROMPT ATTENTION REQUIRED

(1) This jacket accompanied by the attached correspondence and a reply SHOULD BE RETURNED TO THE SECRETARY'S FILES WITHIN THREE DAYS from date of reference.

(2) If a complete reply cannot be made by the date indicated, ACKNOWLEDGMENT OF THE RECEIPT of the letter should be prepared IMMEDIATELY for the signature of the officer indicated, including a statement to the correspondent as to when the complete reply may be expected.

(3) In accordance with the Department Regulations Paragraph 1613, if neither a complete reply nor an acknowledgment can be prepared WITHIN THREE DAYS information as to the reasons for delay should be furnished the SECRETARY'S FILES by calling Branch 3337.

(4) This jacket should not be detached but should remain on top of correspondence at all times. Under "Memorandum of Action" below, the blank spaces should be filled in.

Claude R. Wickard

Secretary of Agriculture.

MEMORANDUM OF ACTION

Prepared in Bureau (Office) of Style Manual Committee, Office of Pers. Date 6-14-44

Brewritten in Bureau (Office) of _____ Date _____

Name of Dictator: I. B. Blank Initials of Stenographer: NO

REMARKS:

P & O 38 (Rev.)

Jacket

Outgoing letter

Enclosures
Duplicate copy if necessary

UNITED

Envelope

Copy for person other than addressee

UNITED

Envelope for copy

Salmon colored copy

Other carbon copies

Incoming letter and attachments

Previous correspondence

FIGURE 7.—Arrangement of letter for signature of the Secretary. A letter for the signature of the War Food Administrator has the same arrangement, but a different covering jacket.

FOREIGN CORRESPONDENCE

Department Regulation 1621 authorizes the Director of the Office of Foreign Agricultural Relations to issue such instructions regarding foreign correspondence as may be deemed necessary.

CORRESPONDENCE WITH FOREIGN GOVERNMENTS AND INTERNATIONAL GOVERNMENTAL ORGANIZATIONS

Classes of foreign correspondence

Scientific, technical, and routine correspondence originating in a single bureau or office.—Such material need not be routed through the Office of Foreign Agricultural Relations. It should be signed by the appropriate bureau officer and both it and any accompanying package should bear the stamp of the agency's clearance officer. This class of correspondence is to be sent by regular mail. This also applies to the transmission of publications and documents.

Routine departmental correspondence pertaining to the work of more than one bureau or office.—Each bureau or office should prepare a memorandum on the questions pertaining to its work. Such memoranda should be forwarded to the Office of Foreign Agricultural Relations, where the final draft of the letter will be prepared for the signature of the Director.

Correspondence relating to policies and administrative or other matters in which the State Department or a United States diplomatic post abroad is interested.—Such correspondence, when originating in a single bureau or office, may be signed by the appropriate bureau officer, but it must be routed through the Office of Foreign Agricultural Relations and bear the subscript:

Forwarded, Office of Foreign
Agricultural Relations

Such letters, and accompanying material when of acceptable weight and dimensions, will be forwarded by diplomatic pouch. See General Instructions, page 14.

CORRESPONDENCE WITH THE DEPARTMENT OF STATE, RESIDENT REPRESENTATIVES OF FOREIGN GOVERNMENTS, AND THE FOREIGN SERVICE OF THE UNITED STATES

Correspondence with the Department of State is generally of two types:

1. Letters signed by the Secretary or the War Food Administrator. Such correspondence should be handled in accordance with the usual practices governing the Secretary's and War Food Administrator's mail.

2. Informal memoranda prepared either in reply to the usual unsigned memoranda received from the Department of State or memoranda originated by officers of this Department. Such memoranda should bear the signature of the preparing officer or other designated official. They

should be forwarded through the Office of Foreign Agricultural Relations and carry the subscript:

Forwarded, Office of Foreign
Agricultural Relations

Correspondence with representatives of foreign governments resident in the United States should be handled in a manner similar to that outlined under Correspondence with Foreign Governments and International Governmental Organizations, disregarding those references pertaining to transmission by diplomatic pouch.

Replies to inquiries received in the various bureaus and offices from the Foreign Service of the Department of State and correspondence therewith originating in this Department may be signed by the preparing officer or other designated officer, but such correspondence should be forwarded through the Office of Foreign Agricultural Relations and should carry the subscript:

Forwarded, Office of Foreign
Agricultural Relations

NOTE:—Exception in routine field correspondence to Canada and Mexico.—Scientific, technical, and routine correspondence originating in field offices of the Department may be addressed directly to officials of the United States Foreign Service stationed in Canada and Mexico and need not be transmitted through the Office of Foreign Agricultural Relations or the Department of State.

PERIODICALS, PUBLICATIONS, AND AGRICULTURAL MATERIALS (SEEDS, ETC.)

Periodicals, etc., requested for official use in the foreign field by representatives of the Department of Agriculture or by Foreign Service officers, and intended for transmission by pouch, should be prepared for shipment as directed under Parcels, page 15. Transmission will be by sea or overland pouch unless it can be shown that special circumstances warrant the use of air transport.

GENERAL INSTRUCTIONS

PREPARATION OF MATERIAL FOR TRANSMISSION BY DIPLOMATIC POUCH

Official correspondence for dispatch by *air pouch* should be written on air-mail-weight paper and enclosed in lightweight envelopes. Packages should not exceed approximately 6 ounces in weight. Packages up to 11 pounds in weight and not exceeding 18 inches in length or 48 inches length and girth combined will be accepted for forwarding by *sea or overland pouch*. Each letter and envelope and each parcel should be marked with the appropriate designation (secret, confidential, etc., p. 15).

Letters

Official letters must be presented for pouch transmission *unsealed*. If the letter is intended for forwarding by a diplomatic mission to the ultimate addressee, the envelope must bear:

1. The name and title of the addressee.

2. The full address of the addressee, indicating the ultimate destination of the correspondence.

3. The nearest diplomatic mission or consular office through which the correspondence is to be sent.

The unsealed letters must have three letterhead carbon copies attached for filing in the Office of Foreign Agricultural Relations, in the Department of State, and in the transmitting mission abroad.

Parcels

Parcels intended for transmission by diplomatic pouch should be fully addressed, marked *via pouch*, and, except in unusual circumstances, classified *unrestricted*.

All parcels intended for transmission by pouch must be accompanied by a letter describing the contents of the parcel and indicating the necessity of transmission by pouch. The letter also must contain a reproduction of the address on the parcel to facilitate identification. The letter may be directed to the addressee named on the parcel or it may simply be a request that the Department of State forward the parcel. In the latter case, the letter should be addressed to:

Division of Communications and Records
Department of State
Washington 25, D. C.

and should bear the subscript:

Forwarded, Office of Foreign
Agricultural Relations

All letters concerned with transmitting parcels by pouch should have five letterhead carbons attached, one for filing in the Office of Foreign Agricultural Relations and four for the use of the Department of State.

Each parcel containing seeds must have an inspection certificate attached.

Classification of diplomatic pouch material

In order to exercise proper priority in the routing and security of pouch material, the Department of State has set up five classes of such material, the classes generally conforming to those specified in OWI Reg. No. 4 of September 28, 1942, as amended March 15, 1944:

TOP SECRET—Information the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave danger to the Nation.

Communications marked *top secret* are carried by a diplomatic courier or by a courier specifically authorized by the Department of State.

SECRET—Information the disclosure of which might endanger national security or cause serious injury to the Nation or any Government activity.

Communications marked *secret* are transmitted by safe hand, either (1) by American diplomatic courier, on regularly established routes, or (2) by the next American official traveling to a point not reached by the courier service.

CONFIDENTIAL—Information the disclosure of which, although not endangering the national security, would impair the effectiveness of governmental activity in the prosecution of the war.

Communications marked *confidential* are sent in secure channels, usually by sealed, unaccompanied, lightweight air sacks, the movement of which is closely controlled, being generally confined to United States Army or Navy planes and American-flag commercial air lines.

RESTRICTED—Information the disclosure of which should be limited for reasons of administrative privacy or information not classified as confidential because the benefits to be gained by a lower classification, such as permitting wider dissemination where necessary to effect the expeditious accomplishment of a particular project, outweigh the value of the additional security obtainable from the higher classification.

Communications marked *restricted* are sent either in the same channels as *confidential* mail or in sealed sacks which are entrusted to responsible foreign postal or other facilities. With respect to mail entrusted to foreign facilities, a reasonable, but not absolute, security control is feasible.

UNRESTRICTED—All communications not included in the above categories. Communications marked *unrestricted* are sent by the fastest and most practical means following time of receipt in the Diplomatic Pouch and Mail Section of the State Department. Transmission may in some cases be by the same means as *confidential* or *restricted* mail; in some cases the material may be sent in sealed sacks from which material of higher classification would necessarily be excluded because of absence of adequate security control; in other cases it may be sent by regular open mail. This is the proper classification for the nonconfidential business correspondence of the Government, as it insures transmission by the fastest route.

In general, all mail communications to overseas destinations are sent by air, except in cases where air service is not available or the surface route is more practical. *Printed matter and bulky accompaniments of official correspondence are, as a rule, sent by rail or sea routes.*

Position of subscript

The subscript should always be placed in the lower left-hand corner of the last page of the letter.

TERRITORIAL CORRESPONDENCE

Correspondence with officers of other executive departments stationed in the Territories or Territorial possessions of the United States need not be forwarded through the Office of Foreign Agricultural Relations. Such correspondence should be transmitted through the heads of the departments concerned.

Correspondence with Territorial officials is transmitted through the Secretary of the Interior.

These rules do not apply to correspondence written by officials of the Department of Agriculture stationed or traveling in such Territories, nor to scientific, technical, or routine correspondence originating in field offices of this Department (Regulation 1624).

TELEGRAMS

Standard Form No. 14A, or the "Fast Communication" Form AD 180 should be used for all messages sent through the Department Telegraph Office in Washington or through commercial telegraph offices. (Fig. 8.)

Telegrams should not be allowed to accumulate in the offices but should be sent to the bureau mail rooms as soon as signed for immediate dispatch to the telegraph office.

On messages requiring *same date delivery*, consideration must be given to the various time zones, together with class of service desired. The following chart indicates, by class of service, the latest time messages addressed to cities in the different time zones may be filed in the Department Telegraph Office, in Washington, for delivery the same day:

	E.W.T. p. m.	C.W.T. p. m.	M.W.T. p. m.	P.W.T. p. m.
Straight-----	4	4:30	5:30	6:30
Serial-----	4	4:30	5:30	6:30
Day Letter-----	3	4	4:30	5:30
Longram and Serial Longram-----	3	4	4:30	5:30

Field offices should bear in mind that the Department in Washington closes at 5:30 p. m., Eastern War Time. The following chart indicates by class of service the latest time *same date delivery* messages addressed to Washington may be filed in the different time zones for delivery the same day:

	P.W.T. p. m.	M.W.T. p. m.	C.W.T. p. m.	E.W.T. p. m.
Straight-----	1:30	2:30	3:30	4:30
Serial-----	1:30	2:30	3:30	4:30
Day Letter-----	12	1	2	3
Longram and Serial Longram-----	12	1	2	3

Style

All parts should be typed in lower case with ordinary capitalization and punctuation. Block style and single spacing should be used in the address and double spacing in the body of the telegram. The date should be written in unabridged form, as on a letter. The appropriation to which the telegram is to be charged should be typed in the space provided, that is, in the upper right corner of the form. The kind of service desired—straight telegram, day letter, serial, night letter, etc.—should be indicated to the left under the printed heading. If priority precedence is requested, indicate below type of service.

Address

The address should consist only of information necessary to effect prompt delivery. Standard abbreviations may be used, such as *St.*, *Ave.*, *Bldg.*, etc. Telegrams to field personnel should not include titles, divisions, or other superfluous words.

In the case of messages to private individuals or organizations, it may be necessary to include titles, divisions, or other pertinent information to effect delivery.

Text

Eliminate words such as, *the*, *I*, *to*, etc., in the text, unless needed for clarity.

On telegrams to and from field stations of the Department, the following symbols should be used whenever appropriate: (The first two letters indicate *Your telegram*, *Your letter*, etc.; the third indicates the month—A, January, B, February, etc.; and the figures indicate the day of the month.)

YTA13	Regarding your telegram January 13
YLA13	Regarding your letter January 13
MTA13	Regarding my telegram January 13
MLA13	Regarding my letter January 13
OTA13	Regarding our telegram January 13
OLA13	Regarding our letter January 13
OPA13	Regarding our telephone conversation January 13

On all other telegrams, use *Retel* or *Relet* (Regarding your telegram or letter) and *Reourtel* or *Reourlet* (Regarding our telegram or letter). These combinations are counted at the rate of five letters a word—*Retel*, one word, *Reourtel*, two.

No charge is made for the transmission of the following punctuation marks in messages between points in the United States: Comma, colon, period, semicolon, dash, hyphen, quotation marks, parentheses, question mark, and apostrophe. Using actual marks makes the use of the word *stop* unnecessary, as well as the spelling out of the marks, for both of which charge is made.

Figures should be used instead of words to indicate numbers.

Signature

Signatures should be as brief as possible but enough should be included to identify the sender. The name of an individual and the bureau or agency will be transmitted with no additional charge. Titles, divisions, and branches are seldom necessary and, when used, are counted and charged. However, in telegrams involving matters of policy or delegation of authority, the title of signing officer may be necessary.

In preparing telegrams for signature in the Secretary's or Administrator's office, the same general instructions should be followed except that the title *only* should be indicated. In no case should the name of the signer be typed in.

Copies

The Department Telegraph Office requires an original on Standard Form No. 14A or Form AD 180 and two carbon copies of *all* telegrams, including multiple-copy messages. One copy will be time-stamped and returned to the originating bureau. A confirmation copy and an addressed envelope for this copy may be prepared if necessary. Bureaus should make additional copies as required for their files.

In preparing telegrams for signature in the Secretary's or War Food Administrator's office, the same general instructions should be followed ex-

cept that one salmon and one white carbon copy should be made in addition to those required for all other telegrams. This makes a total of five copies in addition to the copy held in the bureau file.

A multiple-copy message is sometimes called a *book* message. It is used when the same message is to be sent to six or more different individuals or organizations. In such cases, a list in duplicate of the names and addresses of persons to whom it is to be sent should be attached to the telegram. This procedure does not apply to messages classified *serial* as this service requires a separate copy for each message.

Identification of dictator and stenographer

The same identification used on file copies of letters should be typed on all carbon copies of telegrams except the confirmation copy. This copy is mailed to the addressee.

Classes of service

The following classes of telegraph service are available:

Straight telegram.—A straight telegram receives immediate transmission, having precedence over all other messages either day or night. (For

priority see Plant and Operations Circular No. 108, dated February 11, 1943.)

Serial.—Serials are messages sent on the same day by the same bureau or office from the same originating point to the same addressee at the same destination. These messages receive the same handling as straight messages at a cheaper rate.

Day letter.—The day letter is a deferred day message of 60 words or less. The rates, based on a minimum of 50 words, are ordinarily lower than those for a straight telegram. For a day letter to be delivered on the day of its issue, sufficient time must be allowed for transmission and delivery during regular office hours, subject to the priority accorded straight telegrams.

Longram.—A longram message receives the same transmission as a day letter. This class of service is used on messages of 61 words or more.

Serial longram.—This is a deferred serial message.

Night letter.—Night letters are low-rate overnight messages accepted at any time during the day and up to 2 a. m. for delivery the following morning, or the morning of the next business day.

<p>STANDARD FORM NO. 14A APPROVED BY THE PRESIDENT MARCH 10, 1926</p> <p>TELEGRAM</p> <p>OFFICIAL BUSINESS—GOVERNMENT RATES</p> <p>Serial</p> <p>John Doe Office of Distribution 821 Market St. San Francisco, Calif.</p> <p>YTD28. The address may be single-spaced as in this message but it is important that the text be double-spaced.</p> <p>James Blank</p>	<p>DEPARTMENT OF AGRICULTURE</p> <p>BUREAU ... of Blank</p> <p>CHG. APPROPRIATION 1322641 Proj. 28</p> <p>8-5596</p> <p>May 2, 1944</p>
---	---

FIGURE 8.—Properly prepared telegram.

MAIL

Penalty mail—4 pounds and under

Official correspondence of the Department, weighing 4 pounds and under, is transmitted through the mail without postage, under the penalty clause, which appears on the upper right corner of official envelopes, tags, labels, cards, etc. Such mail is referred to as *penalty mail*. The Post Office Department is required by law to charge the Department of Agriculture for every piece of penalty mail. This charge is in lieu of postage. Penalty envelopes, labels, cards, etc., shall be used *only* for official business. Penalty mail is not *free* mail; the items bearing the penalty clause in the upper right corner have a value like stamped envelopes. Each one must be accounted for and should not be wasted.

If an error is made in addressing a penalty envelope, for example, it can probably be salvaged by readdressing; or if it is torn or damaged and cannot be used, a record should be made for the bureau to report the number of envelopes destroyed.

The use of the penalty envelope or label by non-Government groups or individuals transmitting information of value to the Department of Agriculture is defined in the Postal Laws and Regulations and in the regulations of the Department of Agriculture.

Personal use of envelopes, even with stamps over the penalty clause, is prohibited.

Use the smallest size envelope possible. If a large, or bulletin-size envelope is necessary for first-class mail, write or stamp "Letter Mail" or "First Class Mail" on the envelope. "Batch" mail wherever possible, i. e., put all mail going to one address in a single envelope rather than in several. This practice saves the Department money, since the Post Office Department charges us on a piece basis.

Foreign mail

Foreign mail must be prepaid by means of postage stamps. Use envelopes, labels, wrappers, cards, or other articles *not bearing* the penalty clause. Washington mail of this type will be handled by the Department post office, in the same manner as it has been, by the use of Form AD 19. Postage on all mail in excess of 4 pounds must be prepaid by means of postage stamps regardless of destination.

Exception.—Envelopes, labels, wrappers, cards, or other articles bearing the penalty clause *must be used* for mail weighing *under 4 pounds* being sent to the following countries: Any possession of the United States, Bolivia, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Newfoundland (including Labrador), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Uruguay, and Venezuela.

Air mail

All air mail must be prepaid by the use of postage stamps or postage-meter indicia. Use envelopes, labels, wrappers, cards, or other articles *without* the penalty clause. (Fig. 9.) Washington mail of this type will be handled by the Department post office, in the same manner as it has been, by the use of Form AD 19.

Special delivery, registered mail

Envelopes with the penalty clause should be used for these types of mail weighing 4 pounds and under. See also General Style, page 1.

Penalty mail—over 4 pounds

The law requires mail over 4 pounds in weight to carry postage at full parcel-post rates. The label with the penalty clause in the upper right corner cannot be used. Ask your bureau mail room about the procedure for mailing these packages.

Zone numbers

The Post Office Department requests that *zone numbers* be included in addresses. Government agencies in Washington are in Zone 25. This number should be inserted between city and State in the letterhead and in the return address on the envelope. (Fig. 9.)

Mail requiring postage

In Washington most of the bureau mail rooms take care of the details of handling mail requiring postage, and with a few exceptions the Department Post Office affixes all postage. However, stenographers and typists who are required to request postage should prepare Form AD 19 (Mail Order). (Fig. 10.)

A separate form is required for *each type of mail*; for example, air-mail letters and parcel-post packages should not be listed on a single form, but on *separate forms*. This form is not required for registered mail unless a return receipt or other special handling is requested.

Careful consideration should be given to mail requiring postage to see that the service requested will get the fastest handling for the least postage. For example: Air mail from Washington, D. C., to New York City or Philadelphia may require more postage than special-delivery service, but special delivery to those points will be faster than air mail.

Chain envelopes

Communications within the Department, which circulate through mail rooms, should be enclosed in *Chain Envelopes*. Used envelopes may be reused by canceling old addresses and writing *Chain* at the top of the envelope. New penalty envelopes.

UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

~~OFFICIAL BUSINESS~~

AIR MAIL-SPECIAL DELIVERY

Mr. J. C. Blank, Chief
 Training Division
 Office of Price and Ration
 Administration
 Sacramento 9, California

FIGURE 9.—Set-up of envelope.

AD 19
(Revised 6-12-40)

UNITED STATES DEPARTMENT OF AGRICULTURE

MAIL ORDER

(Submit in triplicate to Department post office)

This form must be completely filled in before the Department post office can supply postage. Use separate form for each classification or combined classifications.

Bureau of Blank Division Administrative Unit

Appropriation 1240020 Project 37 Date (Use current date)
 Department post office: Please supply postage for the number of pieces as indicated below. 16-17716 GPO

PIECES	CLASSIFICATION	CHARGES	ADDRESS:
1	Air (letter).....	DO	Richard C. Roe
	Air (not letter).....	NOT	456 Standard Building
	Foreign (letter).....	WRITE IN	Kansas City 3, Mo.
	Foreign (printed matter).....	THIS SPACE	
	Parcel Post.....		
	Special Delivery (first class).....		
	Special Delivery (other than first class).....		
	Registered.....		
	Return Receipt.....		
		TOTAL	

Rated by

Authorized by *John B. Doe*

Per

(Use other side for additional addresses)

FIGURE 10.—Instructions for special handling of mail.

U.S. DEPARTMENT OF AGRICULTURE

BEGIN WITH THE TOP LINE AND USE ONLY ONE LINE AT A TIME BUREAU COLUMN MUST BE FILLED IN

NAME	BUREAU
William Green	Soy Pers
John Doe	WFA-DIST
Sam Blank	SCS
Richard Roe	AAA-RCO

Do it like this

Not like this

FIGURE 11.—Addressing interoffice mail. Identify bureau—for instance, WFA (second line) is made up of numerous bureaus. Use room numbers only if a special trip is to be made.

should not be used as chain envelopes. Addresses should be legibly written to show the name of the individual (if to a person), and the bureau, or office. Room numbers are not necessary unless the

envelope is to be sent by special messenger and should not be used *without* the bureau name. See the index of the Department telephone directory for bureau abbreviations. (Fig. 11.)

DOCKETS

Docket is a word which has come to be applied in the Department of Agriculture and the War Food Administration to a number of different types of documents. Ordinarily, when we speak of a docket we mean an official action taken by the Administration or the Department. Of course, it is true that any letter or memorandum which is signed by the Administrator or the Secretary becomes an official action, but anything that is handled as a docket is usually an action which requires a more formal record, such as orders governing the production or distribution of food or feed; or a delegation of authority by the War Food Administrator or the Secretary to a

bureau to perform certain functions in the execution of a specific program; or an agreement between bureaus each of which is to perform certain given functions.

Ordinarily a docket is prepared in the bureau which will administer the program in question. Its composition varies with the type of action being taken. For instance, when an order is issued which affects the public, such as an order regulating the distribution of food, it must be published in the Federal Register. This type of docket will require an original and six copies of the order itself, a memorandum to the War Food Administrator or the Secretary from the head of

the bureau charged with the responsibility for administering the order, and in most cases, a press release. The memorandum from the head of the sponsoring bureau should have, in the lower left-hand corner the words, "Concurred in," with lines below for signature by the Solicitor, the Director of Finance, and the head of any other interested bureau.

Concurred in:

Solicitor

Director of Finance

If the docket raises any legal question which the Solicitor believes should be discussed, then the docket should also contain a memorandum from the Solicitor.

The memorandum from the operating bureau sets forth concisely and clearly the type of action being recommended, the reasons why it should be taken, and the probable effect of such an action. The press release sets forth the provisions of the proposed program in form to be released to the press as soon as the action is approved.

Dockets for publication in the Federal Register (See General Departmental Circular No. 1.)

Federal Register Regulations, obtainable from the Federal Register Division of the National Archives, describes in detail the dockets required to be published in the Federal Register and lists their requirements as to form.

Punctuation.—Punctuation, capitalization, spelling, and other matters of style should conform to the Government Printing Office Style Manual.

Title.—A suitable title, as described in Federal Register Regulations, shall be provided.

Paper.—All documents shall be typewritten on plain paper 8 x 12½ inches, shall have a left margin of approximately 2 inches and right margin of approximately 1 inch. They shall be double-spaced, except that quotations, tabulations, descriptions of land, or excerpts from statutes may be single-spaced.

Additional requirements for the War Food Administration and the Department of Agriculture follow:

Carbon copies.—An original and six clearly legible copies, in addition to the bureau requirements, shall be prepared. One of the carbon copies shall be on salmon-colored paper and shall bear the initials of the appropriate officials, including the Solicitor.

Dates.—Secretary's Records Section is responsible for the insertion of the date on which the document is signed, and for the insertion of the effective date (if one is required) after consultation with the originating bureau. It is also responsible for affixing the seal of the Department to the original and the required number of carbon copies, for certifying that these are true copies of the original, and for sending the original and certified copies by special messenger to the Division of the Federal Register. Two carbon copies will be returned to the originating bureau.

Signature and title.—Since these documents are prepared on plain paper without letterhead, the full title *War Food Administrator* or *Secretary of Agriculture* should be typed in. The name of the individual expected to sign the document should not be typed in. This will make it possible for other authorized officials to sign, allowing the title to be changed simply by the use of a rubber stamp.

Folder.—The order and the necessary memoranda should be placed in the folder and securely clipped to the inner right side of the folder, with the explanatory memorandum from the bureau recommending the action on top. The press release should be clipped to the inner left cover of the folder. The flap of the folder should be marked so as to clearly identify the docket, showing the initiating bureau, the number of the order (when possible), and the action to be taken. For example: OD—WFO 79, *Conservation and Distribution of Fluid Milk and Cream*.

In cases where approval or concurrence of other Government departments or agencies is required, a letter addressed to the head of such department or agency, prepared for the signature of the War Food Administrator or the Secretary should be forwarded with the docket. This also should be securely clipped to the inner left-hand cover of the folder.

Documents to be published in the Federal Register on a given day must be received by the Secretary's Records Section, signed and in proper form by 11:00 a. m. on the previous day.

Dockets which do not require publication in the Federal Register

Dockets which do not require publication include memoranda of understanding, agreements between agencies, and authorization to a bureau within the Department or War Food Administration to undertake a specific program.

The composition of these dockets will vary according to the type of program covered. Instructions for such dockets can be obtained within your own bureau.

SECRETARY'S MEMORANDA, WAR FOOD ADMINISTRATOR'S MEMORANDA, AND GENERAL DEPARTMENTAL CIRCULARS

Paper

Use the Blue Seal letterhead for numbered Secretary's Memoranda and General Departmental Circulars. Use the War Food Administration letterhead for numbered War Food Administrator's Memoranda.

Carbon copies

Four carbon copies on white manifold and one on salmon manifold should accompany the original. The necessary bureau or office file copies are made in addition. Care should be taken to see that the first white copy is clearly legible, since it is used as "printer's copy" when the stencil is cut for mimeographing after signature.

Date and number

The date and the number of the memorandum or circular are left blank—to be inserted after signature.

Heading

The title *Memorandum No. —*, or *Administrator's Memorandum No. —*, or *General Departmental Circular No. —*, is centered and typed in capital letters, not underlined. The subject is centered three spaces below. It is written in lower-case type, with all important words capitalized, and is underlined. The body of the memorandum or circular should begin two spaces below the subject.

Signature and title

On a Secretary's or an Administrator's Memorandum, the title *Secretary* or *War Food Administrator* is typed seven spaces below the last line, to the right of the center of the page. On General Departmental Circulars the titles of both the War Food Administrator and the Secretary appear (in

that order) on the same line, arranged so that the words *Acting*, etc., may be inserted before either, as follows:

War Food Administrator

Secretary

Information to be typed on carbon copies

The name of the bureau in which the circular was prepared, the name of the dictator, initials of the stenographer, and the date of preparation are typed on all except the first white carbon copy.

Explanatory memorandum

Unless the proposed memorandum or circular is self-explanatory, it should be accompanied by a memorandum addressed to the Secretary, the War Food Administrator, or both (as the case may be) explaining what action is recommended and the reasons why it should be taken.

Jacket

The file, containing the explanatory memorandum and the proposed memorandum or circular and all carbon copies, is put under a green jacket (Secretary's Memoranda) or blue jacket (Administrator's Memoranda). Either a green or a blue jacket may be used for General Departmental Circulars.

Initialing and clearance

The salmon copy is initialed by the bureau chief. The complete file (jacket, explanatory memorandum, original, and carbon copies) should be routed to the Secretary of the Administrative Council, who is responsible for seeing that the memorandum or circular is cleared with bureaus of the Department concerned before being presented for signature. (See General Departmental Circular No. 10, Revised.)

DEPARTMENT REGULATIONS

Instructions for preparing Department Regulations may be obtained from the Secretary of the Administrative Council.

LEGISLATIVE REPORTS

Legislative reports should be prepared in accordance with Budget and Finance Circular No. 720. Department of Agriculture or War Food Administration letterhead should be used both for reports to committees and clearance letters to the Bureau of the Budget. The following carbon copies should be prepared:

Transmittal letter to Budget Bureau requesting clearance

- 1 salmon carbon (used for initialing; retained in Secretary's Records)
- 1 white carbon (retained in Secretary's Records)
- 1 white carbon (showing date original was sent to Budget Bureau, to be returned by Secretary's Records to originating agency)
- 1 white carbon (showing date original was sent to Budget Bureau, to be sent by Secretary's Records to Office of Budget and Finance)
- Other carbons, if any, needed by preparing agency

Draft of proposed report to Congress

- 2 white carbons (to accompany original to its final congressional destination)
- 2 white carbons (for Budget Bureau). Occasionally, in cases where it is desirable to obtain the views of other agencies on proposed legislative reports, the Budget Bureau requests this Department to furnish additional copies of the reports after the usual number of copies have been received. When such a need can be anticipated, it is suggested that extra copies be typed at the time the report is first prepared, so as to expedite clearance and make unnecessary a repetition of the typing.
- 1 salmon carbon (used for initialing; retained in Secretary's Records)
- 1 white carbon (retained in Secretary's Records)
- 1 white carbon (showing date report was sent to Congress, to be returned by Secretary's Records to originating agency)
- Other carbons, if any, needed by preparing agency

Report to Budget Bureau

- 2 white carbons (for Budget Bureau)
- 1 salmon carbon (used for initialing; retained in Secretary's Records)
- 1 white carbon (retained in Secretary's Records)
- 1 white carbon (to be returned by Secretary's Records to originating agency when report is sent to Budget Bureau)
- Other carbons, if any, needed by preparing agency

Proposed veto message

- 3 white carbons (for Budget Bureau)
- 1 salmon carbon (retained in Secretary's Records)
- 1 white carbon (retained in Secretary's Records)
- 1 white carbon (to be returned by Secretary's Records to originating agency)
- Other carbons, if any, needed by preparing agency

Enclosures required,¹ if any

- 2 copies (to accompany report to its final congressional destination)
- 1 copy (retained in Secretary's Records)
- 1 copy (for Budget Bureau)

Arrangement of the file

As submitted by the preparing bureau, the file on legislative reports addressed to committees or members of Congress will be arranged in the following order:

¹ Exceptions may be made to this requirement in the case of bulky files, documents, etc., the copying of which would be unreasonable or impracticable.

Jacket	Group 1. Clip together.
Original of report	
2 white carbon copies of report	
Enclosures, if any	
Envelope, lengthwise, flush with top left margin	
Protecting sheet of blank manifold paper	
Salmon copy of report	
White copies of report which are to remain in Department	
Copies of enclosures, if any, for retention in Department	
Letter requesting report	

2 copies of bill on which report is made²

Original of transmittal letter to Budget Bureau

2 white carbon copies of report

Enclosures, if any, for transmittal to Budget Bureau

Copy of bill on which report is made²

Envelope, lengthwise, flush with top left margin

Protecting sheet of blank manifold paper

Salmon copy of letter to Budget Bureau

White copies of letter to Budget Bureau

Group 2.
Clip together.

Group 2, which contains the transmittal letter to the Budget Bureau, should be securely clipped underneath Group 1.

When the report is addressed to the Budget Bureau rather than Congress, the arrangement in Group 1 should be used.

² If not available in the preparing bureau, this will be furnished by Office of Budget and Finance.

TYPOGRAPHIC STYLE

Comma

The comma marks the shortest break in the sentence. It is the most useful of all marks in preventing ambiguity, but it is often overused.

The comma is used generally:

1. Before a short direct quotation.

He said, "I'll never give up."

2. After each of a series of three or more words, phrases, letters, or figures used with *and* or *or*. (Illustrated in this rule.)

3. Before the conjunction in a compound sentence if the second clause is complete with subject and predicate.

Many preliminary papers are confidential, but sooner or later the need for caution passes.

4. Following an introductory phrase containing a participle—present, past, or perfect.

Beset by the enemy, they retreated.

A comma is not used before a parenthesis.

A comma is not used in serial numbers, as *page 1234*, but is used in ordinary numbers containing four or more digits.

A comma at the end of a quotation is placed inside the quote.

Note the use or omission of commas in the following examples:

1. To John, Smith was very kind.

2. To John he was very kind.

3. Horses, mules, and cattle—2 days 5 hours 4 minutes—short, swift streams—short tributary streams.

4. What kind of specimen it is, is very uncertain.

5. It is obvious, therefore, that the committee cannot function.

PUNCTUATION

The instructions and illustrations that follow cover only a few uses of some of the marks of punctuation and are based on observations of occasional misuse and overuse of those marks.

Period

Use a period to indicate a full break or complete stop in a statement that is neither exclamatory nor interrogatory. However, a request, even though it is an implied question, is followed by a period.

Example: Will you please make two copies.

A period is not used:

1. After a signature or after a title following a signature.

2. After a closing parenthesis which is preceded by a period.

3. After a closing quotation mark. (The period always stands inside a single or double quote, or both quotes.)

In typing, space twice after a period before beginning another sentence.

6. It is therefore obvious that the committee cannot function.
7. Mr. Roosevelt, who was then Assistant Secretary of the Navy, attended commencement at the Naval Academy.
8. The hearings, which were very interesting, were held during a recess of Congress.
9. Look at the last volume, page 2632, for General Order No. 12.
10. He thought he wrote in December 1943, but I am sure the date was January 2, 1944.
11. We drove to Huntsville, the county seat, and paid the last \$1,000 on the mortgage.
12. A man who disregards traffic rules is pretty stupid.

Semicolon

The semicolon breaks the text with less force than a period but with more force than a comma. It often separates phrases and clauses that contain commas. It is also used between statements too closely related to be independent sentences. It may replace an *and* or a *but* in such sentences. Example: It is true in peace; it is true in war. The choice of a period or a semicolon in such a sentence is solely for effect and, of course, is optional. Do not use a semicolon when a comma will do.

Colon

The principal use of a colon is to point to something that follows. For example, it is used to introduce a long formal quotation. It is also used:

1. After the salutation of a letter.
2. After expressions such as *From*, *To*, *Attention*, *Subject*, and *Enclosures* (when listed).
3. After expressions subscribing to a memorandum or similar paper such as *By direction of*, *Concurred in*, and *Approved*.
4. After *cc* (carbon copies), to indicate distribution.
5. After *as follows*, *the following*, and similar expressions used to introduce an enumeration in list form

The typist should space twice after a colon if a list or quotation begins on the same line.

Ellipses

Marks of ellipsis (three asterisks or unspaced periods) are used to indicate an omission in text. An omission of one or more paragraphs may be shown by an indented line of periods or asterisks five spaces apart. Marks of ellipsis should not be divided at the end of the line. See also Quotation Marks and Copying.

Example of ellipses:

... note the following: "For all printing and binding for the Department of Agriculture . . . \$1,609,570 . . . Provided, That the Secretary of Agriculture may transfer to this appropriation from the appropriation made for 'Conservation and Use of Agricultural Land Resources' such sums . . ."

Apostrophe

The apostrophe is used:

1. To indicate a contraction.
it's (it is); the spirit of '76.
2. To form the plural of letters, figures, and symbols.

ABC's; p's and q's; 2 x 2 x 4's.

3. To form the possessive case.

John's, Burns', Joneses', AAA's, the Speaker of the House's ruling.

The apostrophe is not used in contractions such as *Sgt.* or *Robt.*

Parentheses

Parentheses are used to set off words and phrases not part of the main text but explaining, illustrating, or qualifying it, as in references, reports of meetings, etc.

The Chairman (to Mr. Smith). The Chairman (reading):

The parties were large (fig. 2).

The result (see fig. 2) is most surprising.

The result is most surprising. (See fig. 2.)

Punctuate the matter inside the parentheses as if it were complete itself, but no comma, semicolon, or colon is used immediately before either parenthesis.

Quotation marks

Quotation marks (often called "quotes") are used to enclose direct quotations, except complete letters having a date and signature and extracts that are indented. For a long, paragraphed quotation, the marks are placed at the beginning of each paragraph and at the end of the last paragraph only.

A quotation within a quotation is enclosed in single quotes; a third quotation, within the second, in double quotes. Three sets should be the limit—double, single, double.

Quotes are used to enclose expressions following such terms as *entitled*, *the word*, *endorsed*, or *signed* but are not used to enclose expressions following the terms *known as*, *called*, and *so-called*, unless the expressions are misnomers, slang, or ordinary words used in an arbitrary way.

The proposed legislation is entitled "An act . . .". The check was endorsed "John Jones."

He voted for the so-called "lame duck" amendment.

He was called Spike by all his friends.

The book was "the bunk."

Periods and commas always stand inside quotes. All other marks of punctuation—colons, semicolons, exclamation points, question marks, dashes, and parentheses—stand inside if belonging to the quoted matter; otherwise they stand outside.

NUMERALS

Figures are used to express quantities and measurements such as age, time, dates, decimals, degrees, market quotations, money, percentage, and computations.

Numbers 10 or over are usually expressed in figures. If below 10, they are spelled out unless they indicate units of quantity or measurement or are used in the same sentence or paragraph with figures 10 or above.

Example: The man has 3 suits, 2 pairs of shoes, and 10 hats. (Five hats instead of 10 would cause all the numbers to be spelled out.)

Spell out enumerations of 100 or less preceding a compound modifier containing a figure—*two $\frac{1}{4}$ -inch ribbons, twelve 6-inch guns, but 101 8-inch boards*.

Spell out indefinite expressions—the *early seventies*, but *the 1920's; between two and three hundred times*.

Spell out numbers less than 10—*six horses, ve wells, eight times as large*, but mixed numbers (whole numbers and fractions) are put in figures, as, *3½ cans*. (Note exceptions above.)

Spell out the word *million* or similar large-group terms—*20 million or 2½ billion*.

Spell out a number beginning a sentence. Some exception is made in question and answer matter in testimony and hearings and in lists. Related numbers at the beginning of a sentence are spelled out:

Fifty or sixty miles away is an air base.

Numbers larger than 1,000 if spelled out should be in the following form:

Two thousand and twenty, one thousand eight hundred and fifty, one hundred and fifty-two thousand three hundred and five.

A colon preceding a number does not affect the use of figures.

CAPITALIZATION

The modern tendency is to use as few capital letters as possible. Aside from fixed rules such as capitalizing the first words of sentences, the main principle is the distinction between common and proper nouns. Overcapitalization, like the use of unnecessary quotes and commas, distracts the reader. Required capitalization can be learned by studying the rules in the Government Printing Office Style Manual and noting the application of these rules in printed Government publications.

Proper nouns—names of particular persons, places, and things—are capitalized. Derivatives of proper nouns are capitalized when they are used with the same meaning as the proper noun or with definite reference to it; as, *Elizabethan era, Pullman car, French leave, Dutch cheese, Darwinian theory*. Proper-noun derivations gradually become common nouns through long use. Some derivatives that have acquired a meaning independent of the proper noun and are not capitalized are *watt, pasteurize, scotch plaid, castile soap, roman type, venetian blinds, paris green, india ink, plaster of paris, brussels sprouts*.

Capitalize *State* when it means one of the States of the Union. Capitalize *Federal* when it pertains to the United States Government. *Government* is capitalized when it means our present Federal Government or that of any other specified country.

Capitalize the commonly used short form of a proper name; as the *Monument*, meaning the Washington Monument in Washington.

Capitalize combinations such as *State and War Departments, Potomac and James Rivers, British and French Governments*.

Capitalize the first word and all important words in the short or popular titles of acts (Federal, State, or foreign): *Revenue Act of 1926, Bankhead Act, Classification Act*, but lower-case *act* by itself and in descriptive phrases such as *revenue act, act of 1926, the act*.

When capitalizing the titles of books, chapters, and the like, lower-case the articles *a, an*, and *the*, and prepositions and conjunctions if containing less than four letters, but capitalize both words of an infinitive. Always capitalize the first word of a title.

A common noun used with a date, number, or letter to denote time or sequence or merely for record, reference, or temporary convenience should not be capitalized. Such expressions as *page 4, article 1, book II, twentieth century, and war of 1914* are lower-cased.

Capitalize *Congress, Senate, House, and Committee* (when referring to a specific congressional committee). These are short forms of the name.

Capitalize: the *Department of Agriculture*, the *Department* (short form), *Bureau of Dairy Industry*, the *Bureau* (short form). Do not capitalize names used in a general sense, as, *a bureau, divisions, branches, departments, a department clerk, etc.*

Capitalize the word *the* (or its equivalent in a foreign language) used as an essential part of a proper name or title. In common practice this rule is disregarded in reference to newspapers, periodicals, vessels, airships, trains, and firm names. Examples:

The Adjutant General, The National Archives, The Howard University, the Times, the Atlantic Monthly, the Federal Express, the Yankee Clipper, the U-3, the National Photo Co., the National Archives building, etc.

Capitalize the first word of a direct quotation. He said, “*Do not write.*”

Capitalize the first word following an enacting or resolving clause. The first word following “*Whereas*” in resolutions, contracts, etc., is not capitalized.

Resolved, That the Resolved further, That Whereas the constitution provides Be it enacted, That

Other examples of capitalization:

The Southeastern States, southeastern Ohio, the West, the Midwest, the Middle West, the South, the Badlands, the Gulf States, northern Europe, southern Georgia, the eastern half of the United States, eastern United States, North Central States, north-central group of States, the Far East (the Orient), the far West (U. S.), Lower California, lower Rio Grande Valley, the East, the Orient, the Tropics, eastern, oriental, tropical, the Eastern Shore (of Chesapeake Bay), the East Side (of a city), the Continent (of Europe); States, Territories, and possessions.

United States Army, the Army, Army officer, Army band, *but army shoe, General Lee's army, Grant's army, the Infantry, infantryman, Sixty-ninth Regiment, the regiment, the brigade, Regular officer, Reserve officer, the Air Service, the Service, the Navy, Navy officer, but navy yard, naval officer, naval station (standing alone), armed services, service men.*

ABBREVIATIONS

Abbreviations are not much used in letters. To save space, however, certain abbreviations are generally employed in scientific, technical, and industrial contexts.

Usually abbreviations follow the capitalization, spacing, and hyphenation of the words abbreviated, as *c. o. d.*, *Ph. D.*, and *ft.-lb.*, and are followed by periods. (In land descriptions the periods are omitted after abbreviations of compass directions.)

The abbreviations of some well-known Government agencies, such as the Agricultural Adjustment Agency and Tennessee Valley Authority, take the form of symbols, *AAA* and *TVA*, with the periods and spaces omitted. Customarily the name is spelled in full the first time it is mentioned and abbreviated thereafter.

If an abbreviation comes at the end of a sentence no further period is needed.

An abbreviation should never be divided at the end of a line.

Discriminate in the use of *etc.* If applicable, use *and so forth, and the like, and the rest, and so on.*

Most abbreviations form their plurals, their possessives, and their plural possessives in the usual way. Some double the letter, as *pp.* (pages); others have the same form in singular and plural, as *ft.* (foot or feet).

For use of abbreviations in addresses and salutations, see page 5.

The following are abbreviations used by the Army and the Navy:

Army

General	Gen.
Lieutenant General	Lt. Gen.
Major General	Maj. Gen.
Brigadier General	Brig. Gen.
Colonel	Col.
Lieutenant Colonel	Lt. Col.
Major	Maj.
Captain	Capt.
Lieutenant	Lt.

Navy

Admiral	Adm.
Vice Admiral	Vice Adm.
Rear Admiral	Rear Adm.
Commodore	Commo.
Captain	Capt.
Commander	Comdr.
Lieutenant Commander	Lt. Comdr.
Lieutenant	Lt.
Lieutenant, junior grade	Lt. (jg)
Ensign	Ens.
Midshipman	Mid.

The following are approved abbreviations of names of States and Territories (Alaska, Idaho, Iowa, Maine, Ohio, and Utah are never abbreviated):

Ala.	Kans.	N. H.	S. C.
Ariz.	Ky.	N. J.	S. Dak.
Ark.	La.	N. Mex.	T. H.
C. Z.	Md.	N. Y.	Tenn.
Calif.	Mass.	N. C.	Tex.
Colo.	Mich.	N. Dak.	V. I.
Conn.	Minn.	Okla.	Vt.
Del.	Miss.	Oreg.	Wash.
D. C.	Mo.	Pa.	W. Va.
Fla.	Mont.	P. I.	Wis.
Ga.	Nebr.	P. R.	
Ill.	Nev.	R. I.	Wyo.
	Ind.		

For abbreviations of administrations, bureaus, and offices, see the current telephone directory of the Department.

WORD DIVISION

End-of-line division of words should be avoided wherever possible, particularly in headings and addresses. A necessary division should be made on the proper syllable, and with enough of the word at the end of the line to suggest the whole word. Correct pronunciation is a guide to syllabication, just as the division of words into syllables is an aid to pronunciation. But do not depend on your ear, for you may write "atten-dance" instead of "attend-ance." Check the doubtful word in Webster's New International Dictionary or in *Syllabication*, a booklet prepared by the Government Printing Office, as an appendix to its Style Manual.

Observe these rules:

1. Do not divide monosyllables or short two-syllable words.
2. A word should not be divided on a single letter, or, if it is possible to avoid it, on two letters, either the first two or the last two.
3. Hyphenated words should be divided at the hyphen.
4. Avoid if possible the division of words at the end of more than two consecutive lines.
5. The last word on a page and the last word of the last full line of a paragraph are not divided.
6. Abbreviations, contractions, and figures should not be divided; figures, letters, and symbols should not be separated from the words they qualify.
7. Initials of a name should not be divided, and preferably they should not be separated from the surname. Titles such as Dr. and Mrs. should not be separated from the names.
8. Dates should be divided between the day and the year, if necessary; not between the month and day.

ROUGH DRAFTS

Rough drafts are double-spaced. Indentations of five spaces show paragraphs. A rough draft of a letter or report circulated for preliminary approval should show the date of preparation and should be initialed by each person who handles it, particularly to identify revisions. This initialed copy should be kept in the files.

Drafts of manuscripts for printing by the Government should follow the rules of the Government Printing Office. These manuscripts should be double-spaced. Tables should be prepared on separate sheets. A paragraph should not be divided at the bottom of a page—that is, part

of a paragraph should not be carried over to the next page.

UNDERSCORING

Underscoring is used in manuscripts to indicate italics in printing, and in general work to emphasize words and phrases or to differentiate such expressions from ordinary usage or from the rest of the text. Underscoring is usually unnecessary in letters.

TABULATIONS

Tabulations should not be typed in the body of a letter unless they are very small. They should be set up as an enclosure and at least one copy should be provided for the files of the letter. Follow instructions for tabulations in the G. P. O. Style Manual.

COPYING

The word COPY should be typed at the top of the first page of every letter or paper copied. Important parts of the letterhead should be copied. Copies should be carefully compared with the original text.

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Partial Contents: Misuses of Grammar, Abbreviations, the Researcher's Sourcebooks, Transliterations and Foreign Languages, Preparing an Index, Mechanical Essentials of Preparing Manuscript, and the Craft of Reading Proof.

THE SECRETARY'S HANDBOOK: A MANUAL OF CORRECT USAGE. Sarah Augusta Taintor and Kate M. Munro. Ed. 5, 512 pp. New York, Macmillan Co., 1939. 200.3 T13s

Chapters VI-XV: The Framing of Petitions, the Writing

Copies of letters should not call attention to errors in spelling or grammar. Use the actual phrasing of the letter but copy it with the words spelled correctly. Or quote the letter; or forward the original and keep the copy in the files. Consult your supervisor.

If correction of a misleading error is made, or an omission is supplied, insert the correction in brackets. Unless a correction or supplied omission is known to be exact, follow it with a question mark in parentheses.

Copies of papers for certification should follow literally the original text.

Text that is omitted from copy should be indicated by marks of ellipsis. If an ellipsis occurs in the original text this should be shown in any copy, whether for certification or otherwise, by a reference sign at the end of the ellipsis and a bracketed footnote at the end of the page, reading:

[The marks of ellipsis appeared in the original copy.]

In copying a paper with a signature, type the name. It is unnecessary to insert the word *Signed*.

of Minutes, the Framing of Resolutions, the Framing of Constitutions, the Writing of Reports, the Preparation of Manuscripts, Compiling a Bibliography, Proofreading, Making an Index, Rules for Alphabetical Filing, Sources of Information Useful to Secretaries.

STANDARD HANDBOOK FOR SECRETARIES. Lois Irene Hutchinson. Ed. 4. New York and London, McGraw-Hill Book Company, Inc., 1936. 200.3 H97

UNITED STATES GOVERNMENT PRINTING OFFICE STYLE MANUAL. 346 pp. Washington, U. S. Government Printing Office. 238 Un3Gs

Dictionaries and wordbooks

THE DICTIONARY COMPANION. C. O. Sylvester Mawson. 479 pp. Garden City, N. Y., Doubleday, Doran & Co., Inc., 1932. 200 M44

Discusses word endings, plurals, the apostrophe and the possessive, pronunciation, word division, compounds, and derivations, and compares preferences of six dictionaries.

SYLLABICATION. (Appendix to Government Printing Office Style Manual.) Ed. 3, 105 pp. Washington, U. S. Government Printing Office, 1942. 238 Un3Gs Appendix

WEBSTER'S COLLEGIALE DICTIONARY. Ed. 5. (The largest abridgment of Webster's New International Dictionary.) 1274 pp. Springfield, Mass., G. & C. Merriam Co., 1941. 200 W39C

Appendices: Abbreviations Used in Writing and Printing, Arbitrary Signs and Symbols, Pronouncing Gazetteer, Pronouncing Biographical Dictionary, . . . Foreign Words and Phrases, . . . Colleges and Universities in the United States and Canada . . .

WEBSTER'S NEW INTERNATIONAL DICTIONARY OF THE ENGLISH LANGUAGE. Ed. 2, unabridged. 3210 pp. Springfield, Mass., G. & C. Merriam Co., 1941. 200 W39N

Directories and miscellaneous reference books

CONGRESSIONAL DIRECTORY. Current ed. Washington, U. S. Government Printing Office. 148.2 D62

DIRECTORY OF FEDERAL AND STATE DEPARTMENTS AND AGENCIES [STATE]. 48 pts. [Processed.] 173.2 N212Df

Issued by State divisions of the U. S. Office of Government Reports, Washington, D. C., for each of the 48 States. Only latest revised edition kept by the Library.

EASIER TYPING. U. S. Dept. Agr. Admin. Ser. 1, 19 pp. Washington, 1943. Illustrated instructions on short cuts and devices in typing and on the care of the typewriter. 1 P432A

INTERNATIONAL BOOK OF NAMES. (A dictionary of the more difficult proper names in literature, history, philosophy, religion, art, music, and other studies, together with the official form and pronunciation of the names of present-day celebrities and places throughout the world.) C. O. Sylvester Mawson. 337 pp. New York, T. Y. Crowell Co., 1942. 200 M44I

OFFICIAL GUIDE OF THE RAILWAYS AND STEAM NAVIGATION LINES OF THE UNITED STATES, PUERTO RICO, CANADA, MEXICO, AND CUBA. (Also time-tables of railroads in Central America. Air-line schedules.) New York, The National Railway Publication Co. Published monthly. 289.29 O

A HANDBOOK FOR YOUR INFORMATION. U. S. Dept. Agr. Misc. Pub. 532, 42 pp. Washington, 1943. 1 Ag84M
Employee duties and privileges, Department activities

for the employee, pay checks and retirement, annual and sick leave, and items of interest to new employees.

UNITED STATES GOVERNMENT MANUAL. Current ed. Washington, U. S. Office of War Information. 173.2 N212U

Issued three times a year. A reference book of information on the organization and functions of the departments and agencies of the Federal Government.

UNITED STATES OFFICIAL POSTAL GUIDE. (Domestic Postal Service, including international money order business.) Current ed. Washington, U. S. Post Office Dept. 155 Un3

WEBSTER'S BIOGRAPHICAL DICTIONARY. 1697 pp. Springfield, Mass., G. & C. Merriam Co., 1943. 119 W39

WORKERS IN SUBJECTS PERTAINING TO AGRICULTURE IN LAND - GRANT COLLEGES AND EXPERIMENT STATIONS, 1943-44. U. S. Dept. Agr. Misc. Pub. 535, 155 pp. Washington, 1944. 1 Ag84M

THE WORLD ALMANAC AND BOOK OF FACTS. New York, World-Telegram. Published yearly. 250 W89

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